

**NOTES**

*1: Author will confer with Industry, HQ function or LMSB IMD Coordinator to determine if E-FOIA requirements are met.

*2 See LMSB Sources of Guidance chart.

*3 Records must be retained by author for Federal Records Act of 1950

*4 LEM and OOU procedures to be included in this process upon finalization of SPDER guidance

*5 If document is subject to SBREFA, the LMSB Webmaster cannot publish until document is delivered to Congress